

FAQs – Low Risk Fire Risk Assessment Training Course

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1) Why do I need this qualification?

This qualification covers the knowledge that underpins fire risk assessments, the concepts involved, including legal, regulatory and enforcement practices, and the methods and practices to undertake a fire risk assessment for a low risk building.

2) Will I be competent to undertake fire risk assessments after I have completed/passed the course?

The course provides an underpinning framework for an assessor to undertake a fire risk assessment for low risk buildings, as specified in BS 8674: *Built environment - Framework for competence of individual fire risk assessors - Code of practice* (currently in draft). It should be stressed that competence is an ongoing process, and methods and sources of information to enhance the competency levels of assessors will be discussed during the course.

3) Will I be qualified to undertake fire risk assessments after I have completed the course?

While there is no legally required formal qualification for fire risk assessors, this course provides an entry level qualification that is recognised by the fire industry.

4) Can I still undertake fire risk assessments of High Risk premises after I have completed the course?

The course will explain fire safety principles, and the process required for the recognition of hazards and risk that form the basis for all levels of fire risk assessment. However, the formal qualification is limited to low risk buildings, as defined later.

5) I am new to fire risk assessments; can I still enrol on the course? Are there any pre-requisites?

There are no pre-requisite entry requirements for registration and completion of this qualification. However, candidates should be proficient in core skills: literacy, numeracy, and communication.

6) Can I undertake fire risk assessments in Scotland and Northern Ireland as well as England after I have completed the course?

While the England and Wales course provides the basic framework required to carry out a fire risk assessment, it does not cover the specific legislation applicable to Scotland and Northern Ireland. Should candidates want to undertake assessments in these areas of the UK, they would need to apprise themselves with the different legislation, as applicable, or, for Scotland, attend our Scottish fire risk assessment course.

7) I am attending from Northern Ireland. Which course should I undertake?

It is strongly recommended that you attend the Scottish course, due to the similarities between the relevant legislation in Scotland and Northern Ireland.

If you book the Scottish course, you will receive a hard copy of the Scottish notes when attending the course. However, you can request an electronic copy of the Northern Ireland notes, which will be sent approximately one week before the course (any printing is your responsibility). You can then choose to take the assessment based on either Northern Ireland or Scottish legislation, and this must be selected at the time of booking.

If you book the English course, you will receive a hard copy of the English notes when attending the course. However, you can request an electronic copy of the Northern Ireland notes, which will be sent approximately one week before the course (any printing is your responsibility). You can then choose to take the assessment based on either Northern Ireland or English legislation, and this must be selected at the time of booking.

Qualification certificates, whether Level 2 or Level 5, do not refer to legislation, but CPD certificates do refer to the legislation of the assessment.

8) Can I just participate in the 5-day element of the training and not take the qualification?

Yes, although the delegate must state this intention on their initial application.

9) What arrangements are there for delegates with special needs?

As a training provider, the Equality Act 2010 places a positive obligation on CSTA to make reasonable adjustments to ensure that learners who are disabled (as defined in the Act) are not placed at a substantial disadvantage in comparison to non-disabled learners. The duty arises in relation to any:

- service provision, criterion or practice
- physical features particular to the service
- provision of auxiliary aids or support.

Full consideration will be given to each adjustment to determine whether it:

- reduces or removes the disadvantage faced by the disabled individual; and
- it is reasonable for CSTA to make.

As part of our ongoing commitment, CSTA will undertake periodic reviews of agreed adjustments to ensure these remain suitable and have the continued required effect. The outcome of any review may be that the adjustment in place continues, is altered, or alternative adjustments are introduced.

10) Can I pay in instalments?

No. Full prepayment is required four weeks prior to the start date of the in person training element of this course.

11) Is the course part refundable if I only participate in the 5 days?

No. If you only intend to take part in the 5-day course, this must be notified at the start of the application process as we have upfront registration costs per delegate.

12) Will this course be offered again?

C.S. Todd & Associates aim to run this course three to five times a year. Details can be found on our website or by emailing office@cstodd.co.uk.

13) Is this course offered closer to where I live?

The in person training element of this course will be based in Surrey or Edinburgh and is not offered remotely. Full venue details can be found on our website or by emailing office@cstodd.co.uk.

14) How long before the course begins do I need to register?

Registration and payment of this course is required no later than four weeks prior to the start date of the in person training.

15) Will my qualification need to be updated?

No formal update of the qualification is required, although it is incumbent on the delegate to carry out regular CPD activities. The course will cover these activities and suggested methods of how to record this. There is a requirement to undertake regular re-assessments conducted by any professional bodies with which you may register.

16) What materials will I need to bring?

A hard copy of the course notes and presentation is provided, as well as a number of other training materials. You should bring pens and a notebook.

17) How long do I have to complete the course?

Candidates have two years from the start date of the in person training to complete the course and submit their portfolios of evidence. This includes the professional interview.

18) What happens if I am unsuccessful?

If you fail to meet the criteria of this qualification, you have the option to begin the referral process. During this process you will be offered a mentoring session with one of our trainers. Normally, this involves a discussion of around one to two hours, in which each section of qualification, and the delegate's answers within their portfolio of evidence, is carefully analysed, with a view to addressing any areas of misunderstanding of the subject matter by the delegate. Following this process, the delegate is offered the opportunity to participate in a second assessment, or where applicable, professional interview.

19) How long is each class?

The class work starts at 9am each morning, finishing at approximately 5pm, with suitable refreshment and lunch breaks.

20) What are low risk premises?

FireQual specify that low risk premises may include, but are not limited to:

Residential buildings with family or familiar occupancy¹ of less than 15; or retail and commercial buildings occupied by less than 30 staff and the public; and are,

- less than 3-storeys in height above ground floor level with no occupied basements
- with internal travel distances of less than 30 metres
- with no abnormal hazards or substantial quantities of controlled products, and
- of floor area less than 300 square metres
- constructed of traditional, or lightweight timber frame.

21) What are medium risk premises?

FireQual specify that medium risk premises may include, but are not limited to:

¹ Familiar occupancy means familiar with the building, namely an HMO or flats. A hotel or bed and breakfast would not incorporate familiar occupancy, as occupants would not know the building.

Residential buildings occupied by less than 50 persons, who may include temporary or transient residents who may be unfamiliar with the building, or residents who have some impairments; or retail and commercial buildings occupied by less than 100 staff and the public; and are,

- less than 7-storeys in height above ground level and have no occupied basements
- with internal travel distances of less than 60 metres
- with no abnormal hazards
- of floor area less than 600 square metres
- constructed of traditional, or lightweight timber frame, or external wall system.

22) What are high risk premises?

FireQual specify that high risk premises may include, but are not limited to:

Residential buildings occupied by more than 50 persons, who may be persons unfamiliar with the building, or have impairments or specialised needs, or retail and commercial buildings occupied by over 100 staff and the public, or certain industrial premises, or premises involved with healthcare activities, or particular heritage properties; and may contain one or more of the features below:

- exceed 7-storeys in height above ground level or have occupancy below ground that has no direct egress to ground level
- with internal travel distances that exceed 60 metres
- with abnormal or transient hazards
- with a floor area exceeding 600 square metres
- with single stairways or complicated exit arrangements
- with combustible or unknown cladding
- lack active fire protection or other fire mitigating measures.

23) What is reflective learning?

Reflective learning is the practice of using the experiences that you have gained to further inform your future development.

It may involve applying your critical thinking skills to your past experiences and those on the course, which can help you identify what you can do to further improve your performance.

For this module you will be provided with a short assessment paper to complete in your own time and will need to submit the final version to training@cstodd.co.uk

24) What is a professional interview?

The professional interview is the final stage of your portfolio of evidence.

The professional interview will be with one or two of our trainers and last a maximum of two hours. The discussion will assess your overall understanding of the concepts of legal, regulatory and enforcement practices, and the methods and practices to undertake a fire risk assessment within low risk premises.

The professional interview will be recorded and transcribed (via Microsoft Teams), and we will keep a copy of the interview transcript for up to seven years (the recording will be destroyed after two years). In addition, this could be subject to auditing by FireQual. Please note that you must have a working camera on the device that is used, and this must be switched on for the duration of the interview.

The trainer(s) will discuss your portfolio of evidence and go through the processes you used to undertake your fire risk assessments. Discussions will cover your decision making process to contextualise your learning. This allows you to demonstrate your full understanding of the fire risk assessment process. This may include questions relating to your written assessment, your decision making process with regard to the submitted fire risk assessments and reflective learning document. Your discussion may include how you quantified risk and standards you have applied. It is suggested that you have copies of your course notes, the redacted fire risk assessments and your reflective learning document whilst you attend the professional interview.

25) Do my fire risk assessments have to be completed using the PAS 79 template?

No. You are able to use a template of your choice as long as it covers all the required sections within a fire risk assessment. However, the PAS 79 templates are the industry standard and are endorsed by the NFCC. The PAS 79 templates are available to download, free, on our website ([PAS-79 Templates - C. S. Todd & Associates](#))

26) Is there an appeals process?

If you are dissatisfied with an assessment outcome, you have the right of appeal. There are 3 stages in the appeal procedure and each stage must be exhausted before proceeding to the next one. You are advised to keep copies of all the documents used in the appeal procedure as it progresses.

For more information on the appeals process, please visit the policies section on our website.

Glossary of Terms

| | |
|----------------|--|
| BS: | British Standard |
| CPD: | Continuing Professional Development |
| CSTA: | C.S. Todd & Associates Limited |
| FireQual: | Awarding organization providing nationally recognised regulated qualifications |
| HMO: | House in Multiple Occupation |
| NFCC: | National Fire Chiefs Council |
| PAS 79-1:2020: | Fire risk assessment. Premises other than housing. Code of practice. |
| PAS 79-2:2020: | Fire risk assessment. Housing. Code of practice. |